

CAPA

Professional Development Center

January/Spring 2024

How to View Classes/Schedule Information

**PRIORITY
REGISTRATION
OCTOBER 31 - NOVEMBER 9, 2023**

**OPEN REGISTRATION WILL RUN FROM
NOVEMBER 10 UNTIL CLASSES BEGIN.**

University of La Verne

Campus Accelerated Programs for Adults

Executive Director:

Patti Noreen

Academic Advisors:

Rhona Davis

Susan Wilson

Central Staff:

David Lara

Assistant Directors:

Peter Centeno

Rebecca Wolfe

Admissions Counselor

Jesse Martinez

Admissions Counselor

Cynthia Moreno

This schedule is subject to change by the Registrar.

ALL STUDENTS ARE RESPONSIBLE FOR COMPLYING WITH UNIVERSITY POLICIES AND PROCEDURES AS LISTED IN THE CURRENT ULV CATALOG.

January/Spring 2024 Term

JANUARY INTERTERM: January 2 - 28

FULL SEMESTER: January 29 - May 26

SESSION 1: January 29 - March 24

SESSION 2: April 1 - May 26

*Students who do not participate in the first class meeting may be instructed to drop the class.
All changes in student schedules must be processed via MyLaVerne.*

Prepare for Registration and Browse Classes

REGISTRATION:

Prepare for Registration and Browse Classes -- <https://www.youtube.com/watch?v=oKX9XG1YZRk>

BROWSE CLASSES:

<https://banregprod.laverne.edu/StudentRegistrationSsb/ssb/term/termSelection?mode=search>

1. Select a Term for Class Search: January/Spring 2024
2. Subject: Click on one subject or to view multiple subjects leave box blank
3. Course Level: Undergraduate
4. Course Campus: Select CAPA, Main Campus, and ULV On-Line
5. Session: Full Semester (FS), Session 1 (S1), or Session 2 (S2)
6. Click on "Search"



How to Access My Degree Tracker

1. Click on La Verne Portal and then enter user name and password
2. Click on MyDegree Tracker under QUICK LINKS

Need Help Selecting Classes?

Your assigned advisor should be your first resource if you have questions regarding your degree progress or required courses, or if you would like to discuss available course options. If you would like to meet with a CAPA advisor please contact our office to set up an advising appointment (909-448-4151) or click on advisor link below to access their calendar.

Advisor	Calendar Link	Student Alphabet
Rhona Davis	https://rocScheduling.as.me/RDavis	(A-D)
Susan Wilson	https://rocScheduling.as.me/SWilson	(E-L)
Rebecca Wolfe	https://rocScheduling.as.me/RWolfe	(M-Ra)
Peter Centeno	https://rocScheduling.as.me/PCenteno	(Re-Z)

ADDITIONAL REGISTRATION RESOURCES

- Banner 9 Registration v5 (PDF)
- Banner 9 Registration & Payment Portal (PDF)

YOUTUBE VIDEOS:

- Introduction and main features (1:38)
- Prepare for Registration and Browse Classes (3:35)
- View Priority Registration Day and Time (0:45)
- Search Catalog Courses (4:13);
- Search for Courses Using the Search Criteria (4 ways) (3:45)
- Clear Holds that Prevent Registration (1:58)
- How to Identify Semester or Session-based Courses by Date (3:05)
- Register for Classes (no linked labs) (6:31)
- Register for Classes (with linked lab(s)) (4:04)
- Add Yourself to a CLOSED Course Wait List (2:22)
- Drop a Course from the Schedule (1:58)
- View and Print Schedule of Registered classes (2:15)

INSTRUCTIONAL METHODS

Asynchronous (ASYN) Instruction and interaction take place 100% in a virtual environment with no scheduled meeting times. Student participation is entirely online and these courses are characterized by the use of an approved University of La Verne Learning Management System (currently Blackboard).

On Ground (OG) Instruction and interaction is delivered 100% in-person within an approved University of La Verne classroom or other approved space. Students attend courses in-person at a regularly scheduled time.

Hybrid (HYB) Instruction and interaction takes place On Ground in a University of La Verne approved classroom in addition to no more than 50% of the total course administered Online. The online instruction can be synchronous or asynchronous. Compared with on ground courses, hybrid courses have substantially more activity conducted in an approved Learning Management System, which substitutes for some classes offered in physical classrooms. The online instruction format has specific technology requirements such as access to a computing device and internet connectivity.

Synchronous (SYN) Instruction and interaction takes place 100% in a virtual environment with scheduled meeting times and live instruction through use of Academic Technologies. Synchronous courses require students to meet online in real time for live instruction and group interaction. Synchronous online courses do not meet on campus; students log into the online classroom from off-site locations. These courses have specific technology requirements such as access to a computing device and internet connectivity. **(VETERANS: This modality does NOT qualify as "in residence" for VA purposes).**

Telepresence (TELEP) Instruction and interaction takes place 100% in a University of La Verne approved classroom where the instructor and students meet. Video conference technology allows additional students from off-site locations to interact with the class at the University designated classroom using video, audio, and text. Students from off-site locations have specific technology requirements such as access to a computing device and internet connectivity. **(VETERANS: This modality qualifies as 'in-residence' for VA purposes).**

LVGE FOR THE ADULT LEARNER – Effective Fall 2023

Critical Skills

Written Communication A (LVWA) 1 course
Written Communication B (LVWB) 1 course
Oral Communication (LVOC) 1 course
Quantitative Reasoning (LVQR) 1 course

Areas of Knowledge

The Natural World - Life Science (LVLS) Physical Science (LVPS) 2 courses
Social Sciences (LVSS) 2 courses
Humanities/Creative Expression (LVHU) (LVCE) 3 courses

The La Verne Experience

Community Engagement (LVCS)
Diversity, Equity and Inclusion (LVDI)
FLEX (Incoming Freshmen Only)
University Values (LVUV)
University Reflection (LVUR)

REFUND POLICY – JANUARY/SPRING 2024

January Interterm (Last date to withdraw or make grade option changes - January 17)

January 2 - 5	100%
January 6 - 9	75%
January 10 - 17	0%

Full Semester (Last date to withdraw or make grade option change - April 8)

January 29 - February 5	100%
February 6 - 12	75%
February 13 - 20	50%
February 21 - April 8	0%

Session 1 (Last day to withdraw or make grade option change - March 4)

January 29 - February 5	100%
February 6 - 12	75%
February 13 - 20	50%
February 21 - March 4	0%

Session 2 (Last day to withdraw or make grade option change - May 6)

April 1 - 8	100%
April 9 - 15	75%
April 16 - 22	50%
April 23 - May 6	0%

DELINQUENT PAYMENT OF TUITION

ULV reserves the right to refuse a diploma or a transcript to any student or former student who is delinquent in the payment of any promissory note given in payment of any tuition, costs, or fees. Financial holds are placed on transcripts of students with delinquent accounts, and no transcripts or diplomas will be issued for such students until the holds have been removed. Students who have not met their financial obligations at the completion of a semester/term will be withdrawn automatically from all courses in that semester/term and will have financial holds placed on their transcripts. Such students will be reinstated, receive their grades, and see the financial holds removed only when their bills have been paid.

Unpaid balances at the end of each semester shall become interest-bearing at the rate of 10% per annum. Interest shall be charged beginning 30 days from the end of the term that is delinquent. Interest on the outstanding balance shall be computed monthly and shall be added monthly to the amount due.

If it becomes necessary for the University to seek collection help and/or initiate legal proceedings to collect unpaid accounts, an additional 33.33% will be added to the existing balance. The student will also be responsible for all legal fees incurred.

FINANCIAL AID INFORMATION

After you register for your classes, review your account on MyLaVerne to be certain your aid is sufficient to cover your classes and that you have completed all requirements.

To check your Term Balance:

- Log into MyLaVerne
- Student Services/Financial Aid
- Student Records
- Term Balance

Financial Aid Requirements:

- Log into MyLaVerne
- Student Services/Financial Aid
- Financial Aid Information Menu
- My Eligibility
- Review each section

Pell and Cal Grant recipients:

Your grants were awarded at a “full” time status, which is 12 units per semester in the CAPA program. When the grant pays it will be adjusted according to the number of units you are registered in at the beginning of the semester.

If you Drop a class:

If you drop a class, or do not attend a class, your financial aid will be adjusted accordingly. To be eligible for loans you must maintain a minimum number of units for the term. Please refer to unit requirement chart - laverne.edu/financial-aid/accelerated/

If you have questions regarding your financial aid, contact the Office of Financial Aid at 800-649-0160. If you need to make financial arrangements to pay the remaining balance please contact the Office of Student Accounts at 909-448-4060.

Tuition Refund/Credit Policy

Withdrawal during	Enrollment Period		
	Semester	Session	Other
1st week of classes	100%	100%	100%
2nd week of classes	75%	75%	75%
3rd week of classes	50%	50%	0%

Students who receive federal financial aid are subject to a pro-rata return of federal funds through the 60% period of each term or semester as described in the Withdrawal from ULV by Financial Aid Recipients section of this catalog. The 60% period is calculated by dividing the number of days enrolled in the term by the total number of days within the term. The amount of funds that must be returned is determined by dividing the number of days in the term or semester that the student was not enrolled by the total number of days in the term or semester. The Financial Aid office will calculate the amount of the refund to the financial aid programs.

If a student drops classes after the tuition credit period, but before the 60% period of a term, the student will be charged for the entire amount of tuition, but a prorated portion of the financial aid will be returned to the Title IV Program.

Petitions to the stated policy, for medical reasons or reasons beyond the control of the student, should be in writing and addressed to the Dean of the program in which the student is enrolled.

Fees are not refundable.

Student Information

Academic Advising

Plan to meet with your Academic Advisor each semester to review your program of study.

Attendance Policy

Regular and prompt attendance at all classes is required. The instructor may assign extra work, require special examinations or refuse to grant credit for a course if the number of absences is excessive. Students should ascertain the exact policy of each faculty member at the beginning of each course.

Course Overloads

Students may enroll in a maximum of 18 units per semester throughout the University system. Students requesting to enroll in additional coursework must submit a "request for course overload" form to the Director of CAPA and receive approval prior to registration.

Classroom Facilities

Classrooms should be left clean and in good order at the end of each class session.

Wilson Library

The library delivers services to students off-campus through a toll free number at (800) 866-4858. Students may request subject searches of databases containing books, articles or newspapers. After receiving a search, students can request articles photocopied from periodicals owned by the Library. Databases will list holdings or students may use a list sent with searches. Books are checked out by mail for a month. The card catalog (LEOPAC) of Wilson Library is available through the Internet: library.laverne.edu/

Graduation

Undergraduate students should submit their Application for Graduation form to the CAPA Office two semesters prior to anticipated completion date. This application provides the Registrar with information needed to prepare the diploma and to include the student's name on the list of graduates. A graduation fee (\$140) is required of all students whether or not they participate in the graduation ceremony, and covers the cost of the entire process of completing the degree program.

Departmental Honors

Departmental Honors are granted to undergraduate students who demonstrate a high level of achievement in their majors. Minimum requirements include an overall 3.0 GPA (some departments may require a higher GPA), and at least a 3.6 in their major and a high-quality senior project or portfolio of papers. To apply for Departmental Honors, please contact the CAPA Office for more details.

Honors at Graduation

A bachelor's degree student must have taken at least 84 semester hours for letter grades to be considered for honors. Honors at graduation are based on GPA - **Cum Laude** (Honors) a minimum GPA of 3.60, **Magna Cum Laude** (High Honors) a minimum GPA of 3.75 and **Summa Cum Laude** (Highest Honors) a minimum GPA of 3.85. Students must earn the designated GPA in courses taken at the University of La Verne and in all coursework applicable toward the bachelor's degree (all combined La Verne and transferwork). Printing of Undergraduate Honors in the Commencement list will be based on the previous semester's cumulative GPA. The posting of the honors to the student's academic history and diploma will be based on the GPA at the time of the degree posting.

Academic Success Center

The ASC, located in the Abraham Campus Center, provides assistance to students in enhancing basic competencies and developing learning strategies and skills. This is a great service for students who may need some assistance with math and writing skills. Tutoring service is free and tutors are available in most subject areas. All appointments for tutors need to be made at least 24 hours in advance by calling (909) 448-4342. Stop by and see what is available or visit them on the web at: <http://laverne.edu/asc>

Bookstore (909) 593-8962

Hours of Operation:

Monday – Thursday 9am-4pm

Friday 9am-3pm

On-Line textbook orders: laverne.edu/bookstore/

If ordering on-line, please place order at least 2 weeks prior to the start of class.

<https://www.bkstr.com/lavernestore/home>

English Language Skills

All undergraduate students admitted to La Verne must complete their first semester Written English requirement within the first 12 units of course work. Not completing this requirement will result in student being placed on academic hold. It is strongly recommended that the second semester of Written English be completed within the first year. English Composition I may be completed in the following ways: *RCS 110 or Placement Exam (\$50) ext. 4342 or an approved community college course.*

DANTES Exams

The DANTES program is a nationally recognized testing program in which students are granted credit for satisfactory performance on standardized tests offered in many subject areas. Please contact a CAPA advisor to discuss which exams are most appropriate for you. Students must contact CAPA and reserve up to two exams 2 weeks prior to test date. For additional info visit the DSST website at <http://www.getcollegedcredit.com>

Commencement Information

The University holds a graduation ceremony each year in May. A candidate qualifies to participate in the spring ceremony upon successful completion of all degree and program requirements during the preceding fall term, or when he or she has enrolled in all final courses during the current spring term. For frequently asked questions - <https://laverne.edu/commencement/faq/>

Tuition and Payment Options

Tuition for January/Spring 2024 will be \$665 per semester unit. There is a \$30 academic service fee per course each semester.

Legal Studies students must pay a one-time \$25 Student Assoc. Fee

4 units \$2690

8 units \$5380

12 units \$8070

In order to complete your registration, you will need to make financial arrangements. Financial arrangements include **payment in full** or **enrolling** in the university payment plan. All direct bill students (payment in full by employer – up front) must make their financial arrangements directly in Student Accounts. If financial arrangements are not made by the last day to enroll, you may be subject to a late fee or finance charges for any outstanding balance. The cost to enroll is a nonrefundable fee of \$75.00 per semester. If you have any further questions, please contact the Office of Student Accounts - <https://laverne.edu/accounts/>.

1. **Payment in Full:** Tuition may be paid in full at the time of registration.
2. **Deferred Payments:** If you wish to defer payments, refer to the table across and make your financial arrangements.
3. **Financial Aid:** If you have applied for Financial Aid and do not know whether you have been given a loan or a grant, it will be necessary for you to contact the Financial Aid Office at (800) 649-0160.

PAYMENT PLAN

Last Day to Enroll	Down payment	Number of payments	Months of payment
12/23/23	17%	6	Dec - May
1/23/24	20%	5	Jan - May
2/23/24	25%	4	Feb - May
3/23/24	33%	3	March - May
4/23/24	50%	2	April - May

COMPANY REIMBURSED STUDENTS ONLY

Last Day to Enroll	Required down payment	Number of payments	Month of payments
12/29/23	25%	1	July 10, 2024

Important Dates:

December 17	<i>Last day to apply for Spring 2024 Commencement</i>
December 17	<i>Full Semester Ends (17 weeks)</i>
February 5	<i>Full Semester (17 weeks) – Last day to register or make program changes without a late fee</i>
February 5	<i>Session 1 – Last day to register or make program changes without a late fee</i>
February 19	<i>President's Day – Academic Holiday</i>
March 4	<i>Session 1 – Last day to withdraw or change grade option to CRD/NCR.</i>
March 25 - 31	<i>Spring Break</i>
March 25 - 31	<i>January/Spring 2024 Priority Web Registration</i>
April 8	<i>Session 2 – Last day to register or make program changes without a late fee</i>
April 8	<i>Full Semester (17 weeks) – Last day to withdraw or change grade option to CRN/NCR.</i>
May 6	<i>Session 2 – Last day to withdraw or change grade option to CRD/NCR.</i>

Drop Policy: If, after registering for a course, the student decides not to continue with the course, the student must officially drop the course. If the class is cancelled, the student must officially drop the class via MyLaVerne.



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1950 Third Street, La Verne, CA 91750

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Email: capa@laverne.edu
Tel: (909) 448-4151

Office Hours: Monday - Thursday: 9am to 6pm
Friday: 8am-4:30pm

How to Access Blackboard:

<https://laverne.edu/technology/students-getting-started/blackboard-account/>